

**URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**January 28, 2019**

**MEMBERS PRESENT:** Jeff Merrill, Diana Ripperger, Marva McCarty, Tom Graves, Dede Zaun, Kerry Vande Kieft, and Greg Ward

**STAFF PRESENT:** Julie Wells, Katherine Manion, Julie Finch and Susan Nass

**CALL TO ORDER:** Greg called the meeting to order at 5:30 p.m. Marva read the Character Counts statement.

**APPROVE AGENDA:** Marva made a motion to move Citizen's Forum above Approve Bill List. Tom seconded the motion. All voted in favor to amend the agenda. Kerry made a motion to change Item A under Unfinished Business to read FY19/20 Budget. Jeff seconded the motion. All voted in favor.

**APPROVE MINUTES:** Kerry made a motion to approve the December 17, 2018 minutes. Jeff seconded the motion. All voted in favor and the motion passed.

**APPROVE BILL LIST:** Diana made a motion to approve the bill list. Marva seconded the motion. All voted in favor and the motion passed.

**CITIZEN'S FORUM:** Mayor Bob Andeweg spoke to the board regarding the City's FY19/20 budget shortfall, and consequently a \$122,000 reduction to the Library's next fiscal year budget. He also discussed the possibility of reductions to the Library's budget in subsequent years.

**UNFINISHED BUSINESS:**

- A. FY 19/20 Budget: The Board discussed the \$122,000 reduction to the Library's FY19/20 proposed operating budget. Julie presented options for addressing this reduction, which included closing the library a few hours a week, raising fines, and additional cuts to expenditures. Tom suggested postponing a decision until the February 25<sup>th</sup> meeting. Doing so will provide the public an opportunity to comment. Tom made a motion to use restitution money to supplement the FY19/20 budget. Dede seconded the motion. All voted in favor and the motion passed.
- B. Credit Card Processing Fee: Approval is requested to charge a percentage based processing fee when customers pay fines/fee with a credit card. The Library currently pays approximately \$1,500 per year in credit card processing fees. The City is charging its customers a fee beginning in January 2019. Kerry made a motion to approve charging a transaction fee. Tom seconded the motion. All voted in favor and the motion passed.

**NEW BUSINESS:**

**DIRECTORS REPORT:** Julie reported that there was a negative comment accidentally posted on social media. Katherine explained that lock down measures have been put into place to avoid another incident. An administrator will approve all posts.

Dede made a motion to adjourn. Marva seconded and the meeting adjourned at 7:05 p.m.

Respectfully submitted,

Greg Ward  
President

Attest: Susan Nass